

REFERENCE CHECK

Name of Applicant: _____ Date: _____

Position Applied For: _____ Job Number: _____

Person Contacted: _____ Title: _____

Employer: _____ Telephone No.: (_____) _____

1. What were his/her dates of employment with your firm? From: _____ To: _____

2. What position did he/she hold when starting? _____ When leaving? _____

3. What were some of his/her duties? _____

4. He/she claims earnings of \$ _____. Is that about right? _____

5. How would you rate him/her compared to others in the same job? Poor Adequate
 Good Outstanding

6. What are his/her strong points? _____

Technical Skills: _____

Quality of Work: _____

Quantity of Work: _____

Attendance: _____ Punctuality: _____

7. Attitude towards job and/or co-workers: _____

8. Any weaknesses that you would care to point out? _____

9. Was he/she cooperative with other employees? _____

10. Would you rehire him/her? YES NO If no, why not? _____

11. Are there any other comments you wish to make which would help us in evaluating this applicant?

Checked by Signature

Date